

Temporary Food Stand Information and Application Packet

Each special event involving food is unique. Planning in advance is crucial to a successful event. It is in everybody's interest that food sales are handled responsibly in order to protect the health of the public. It is necessary that you contact the Health Department and the Fire Marshal well in advance of any event involving food to determine what will be required. Please be aware that selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action. Event sponsors, organizers, coordinators and vendors may share responsibility if a foodborne illness occurs from food sold at the event.

Exemption: *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month without obtaining a permit. For those claiming an exemption, an "Application for Exemption from a Food Service Permit" will need to be completed and submitted along with proof such as a copy of the letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing the event.*

Mobile food units and pushcarts that are already permitted by a health department are not required to obtain a temporary food establishment permit. A copy of the permit must be submitted.

Event Organizers will need to:

- Completely fill out pages 2 and 3 and submit them along with the site plan to the Health Department at least **30 days prior to the event.**
- Furnish a copy of the remaining pages to each of the vendors.
- Collect the vendor applications (pages 5-7) from each vendor and submit them to the Health Department at least **15 days prior to the event.**

The Health Department will:

- Review each application for completeness.
- Notify the event organizer and each vendor when permit fees are required.
- Vendor permit fees must be received within 10 days prior to the event in order for permits to be processed. We cannot collect fees on-site.

On page 8-12, you will find a list of Temporary Food Establishment requirements from "Rules Governing the Food Protection and Sanitation of Food Establishments", 15A NCAC 18A .2600. The .2600 Rules reference the North Carolina Food Code Manual. You may obtain a copy of the North Carolina Food Code Manual at:

<http://orangecountync.gov/envhth/documents/NCFoodCodeManual2009.pdf>

It is the responsibility of the vendor to meet all these requirements before the event. Denial of a permit will prevent that vendor from participating in the event meaning a loss of revenue and possible disposal of the food product.

Thank you in advance for your cooperation and good luck with your event!

If yes, describe: _____

16. Number of toilet facilities provided: _____ Type: _____

If portable toilets are used, how often will they be serviced? _____ Will handwashing facilities be provided adjacent to the toilets? _____ How many? _____

17. Will there be a petting zoo or pony rides? Yes No If yes, you must provide public hand washing facilities.

18. Will any of your food vendors require interpreters? Yes No If yes, what language(s)? _____

19. **Attach a map of the event grounds showing the location for each food booth, toilet facilities, garbage disposal, water connections, etc.** See page 4 for an example site plan.

20. Please list **ALL participating FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number(s) email	General Menu
Doe's Fried Food	John Doe	919-555-0000 jdoe@hotmail.com	Funnel Cakes, blooming onions, sandwiches, cooked meats, cooked vegetables, etc.

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Orange County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2665-.2669 a temporary food establishment permit will not be issued.

Print Name

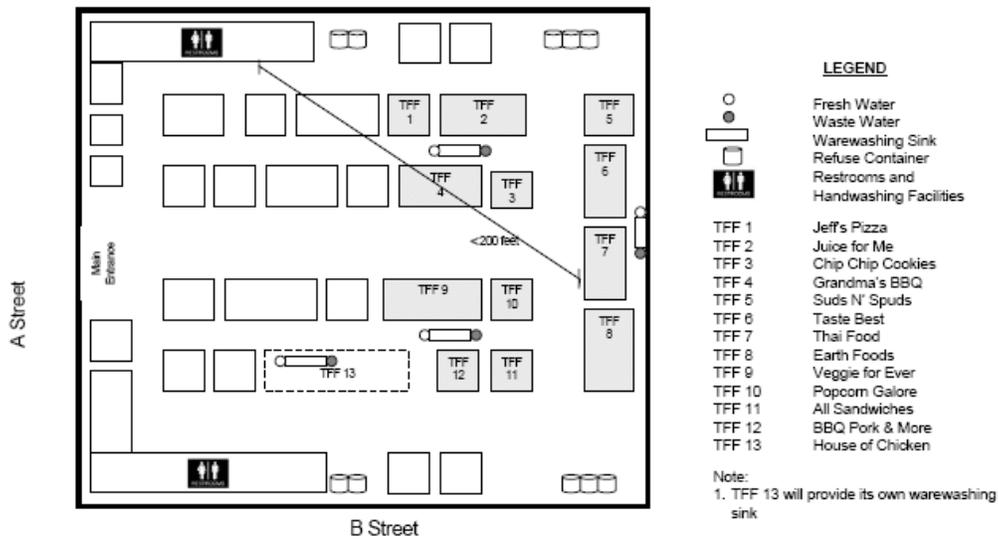
Signature

Date

EXAMPLE OF EVENT COORDINATOR'S SITE PLAN

The site plan should include:

- Location of each food vendor
- Location of toilet facilities for vendors
- Location of public toilet facilities
- Water source
- Wastewater storage or disposal
- Trash and recycling centers
- Hand wash facilities



TEMPORARY FOOD VENDOR APPLICATION

15A NCAC 18A .2600 defines a temporary food establishment (TFE) as a food establishment that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. Domestic yard sales and businesses such as auctions, flea markets, or farmers' markets are not eligible for a temporary food establishment permit. **This application** must be submitted by your coordinator **at least 15 days prior** to the event. **(As a vendor, you need to fill out and return pages 5-7 to the event coordinator. The coordinator will submit your information to the health department.**

For more information call 919-245-2360.

(Be sure to consult with Fire Marshal and other agencies about other requirements for your food booth.)

Event Information

Please Print

1. Event: _____
2. Location of event: _____
3. Dates/time of operation: Begin date: _____ Begin time: _____
End date: _____ End time: _____

You must be completely set up at least 2 hours prior to the opening of event to allow for inspection and permitting

4. Your organization/business name: _____
5. Applicant's name: _____
6. Applicant's address: _____

Address

City

State

Zip

7. Applicant's telephone: _____
FAX: _____ E-mail: _____

8. All food and beverage must be prepared on-site. Foods may be prepared in advance of the event in an approved and permitted kitchen (not a domestic kitchen). If you would like to prepare foods in advance, please provide the name and address of the facility that you propose to use and include the dates and times that the kitchen will be used. **Be sure to list all food items, including those that require advance preparation on the menu page (page 7).**

Facility name: _____

Address: _____

Date and time of advance preparation: _____

9. Indicate the distance and time for transporting food or beverages to the food service site.

Distance: _____ Time: _____

10. How will the food temperatures be maintained during transportation? _____

-
11. Describe equipment to be used at the event for:

a.) Cold holding _____

b.) Hot holding: _____

c.) Cooking: _____

d.) Reheating: _____

12. What is the source for ice that will be used?: _____

13. Will the booth be connected to [] water, [] sewer, [] electricity? (Check all that apply)

14. The food booth will be in a [] tent, [] trailer, [] building, [] other (describe) _____

15. When was the last event at which you operated? _____
16. Draw or attach a diagram depicting your food booth set-up. Indicate tent dimensions (if applicable), placement of hand washing station, utensil washing sink, drain board, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers. An example can be found on page 10.

17. Please check if applicable
 I am a permitted Mobile Food Unit Pushcart in _____ County
 Permit number: _____ Please attach a copy of your mobile food unit / pushcart permit

I have read and understand the requirements for permitting and operation of a temporary food establishment as outlined in the Requirements for Temporary Food Establishments, Guidelines and Checklist provided to me on pages 8-12 of this document. I understand that a permit cannot be issued unless all of the requirements are met.

Vendor signature: _____ Date: _____
 Return application and permit fees (\$75.00 per booth) at least 15 calendar days before the event.

Menu Page

MENU* (*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

PLEASE LIST ALL FOOD TO BE SERVED. INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (135 °F or greater) OR COLD (45°F or less). The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment. Please use one row for each food item and include all beverages.

FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH ASSEMBLE WHERE?	COOK HOW? WHERE	COLD/HOT HOLDING HOW? WHERE?	REHEATING HOW?
Hamburgers	Frozen patties from Sam's Club	No thawing	No advance prep	Cooked on grill at the event.	Hold in a crock pot with beef broth.	No reheating needed.
Prepackaged condiments	Sam's Club	Not applicable	N/A	N/A	N/A	N/A

***ATTACH ADDITIONAL SHEETS IF NECESSARY**

HEALTH DEPARTMENT USE ONLY					
Date Received _____		Reviewed by: _____			
_____ Permit Required	_____ Exempt				
_____ Fee Received	___ Non-profit/tax exempt	___ Menu	___ MFU		

15A NCAC 18A .2600 REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

Any advance food preparation shall be done in a kitchen that has been approved by a local regulatory agency.

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2665 of this Section:

SUPERVISION

The Permit Holder shall be the Person-In-Charge or shall designate a Person-In-Charge who will be present at the TFE during all hours of operation.

EMPLOYEE HEALTH

Food workers must **NOT** be sick while preparing food. Sick employees must let their managers know when they are sick to avoid spreading infections to diners. Developing an employee health policy that requires staff to let managers know about their illness is an essential step to preventing outbreaks.

HAND WASHING

Facilities shall be provided for employees' hand washing and shall be available at all times when food is being prepared or served. Employees shall wash their hands when beginning work, after each visit to the toilet, and at a frequency to remove soil and contamination.

- A) Hand washing facilities shall consist of at least a 2 gallon container with an unassisted free flowing faucet such as a stopcock or turn spout, soap, paper towels, and a wastewater receptacle. Warm water (at least 100 degrees) shall be available. An example of a hand wash station is shown on page 11.
- B) Food prep sinks and utensil washing areas shall not be used for hand washing.

HYGIENIC PRACTICES

All food handlers must wear hair restraints (hats, nets) and clean clothing. Employees shall not use tobacco in any form or consume food in the area of food preparation, storage or service or in areas of utensil washing or storage. Employees may consume beverages in the TFE if covered by a lid and straw and stored to prevent contamination of food and food-contact surfaces.

CONSTRUCTION

Temporary food establishments shall be located in clean surroundings and constructed to prevent contamination of food, utensils, and equipment by insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans.

- A) A solid material must extend up from the ground surface at least (3') three feet on all sides and the area above the wrap/material must be either solid or screened on non-serving sides. An entry flap should be provided for employees.
- B) Open areas for serving food should be kept to a minimum.
- C) All booths/stands must have a roof/top that must be dust and water proof. The top/roof must meet all sides with no open gaps.
- D) The public is not allowed in the booth/stand.
- E) A sod or grass floor will be accepted provided that the grass does not exceed (2") in length.
- F) Fans are recommended in the food prep area to reduce flying insect problems. Fans should blow outward.

FOOD PREPARATION AND HANDLING

All food shall be obtained from an approved source and shall be clean, wholesome, and unadulterated. Food shall be secured in a manner to prevent tampering and contamination.

- A) There shall be no bare hand contact of ready-to-eat food.
- B) **Salads containing ingredients that are cooked and cooled shall not be prepared in the TFE; however, they**

may be served in the TFE.

- C) Raw meat, poultry, and fish shall be purchased in ready-to-cook portions.
- D) All food shall be stored above the ground or floor.
- E) Ice when used with beverages shall be treated as a food item and be handled properly. A scoop with a handle shall be used to dispense ice for customer beverages. No food or beverages shall be stored in ice designated for customer beverages.
- F) Potentially hazardous foods shall be transported and held at the proper temperatures. If held cold, the food must be held at a temperature of 45 F or below. If held hot, the temperature of the food must be 135 F or above.
- G) Ready-to-eat food shall not be stored in direct contact with ice.
- H) Refrigerated ready-to-eat potentially hazardous food shall be date marked with the last date that it can sold or consumed **IF** the food is prepared by the operator more than 24 hours before the event in an approved kitchen or the food came in a commercial container that was opened more than 24 hours before the event.
- I) A food preparation sink must be provided for washing produce.

EQUIPMENT REQUIREMENTS AND SANITIZING

Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food.

- A) Serving lines must have sneeze guard protection. Sneeze guard protection must be on front, top and sides of the serving line. Serving lines are where food items are kept hot or cold and prepared or plated to serve customers.
- B) Food items that are wrapped or bagged in the food prep area and then served to the customer over the counter would not be required to have sneeze guard protection.

All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.

- A) All equipment shall be clean and sanitized before permitting.
- B) Small cooking utensils should be kept in a clean sanitized container.
- C) All equipment shall be stored in a clean sanitary area. Storage on the ground, near trash cans or in contact with booth wrap/material is not allowed.
- D) A container of sanitizer must be available at all times for sanitizing counter tops, cutting boards, etc.
- E) Table/counter tops should be cleaned using hot soapy water and sanitized as needed, but at least every (2) two hours

Three basins, large enough in which to wash cooking utensils, pots, and pans, must be provided. At least one drain board or counter top space must be provided for air drying. Equipment and utensils used in handling potentially hazardous food must be cleaned and sanitized at least every 4 hours.

Lighting is required for nighttime operations. Light bulbs shall be shielded or shatterproof.

UTILITIES AND WASTE DISPOSAL

Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment.

- A) Water under pressure from an approved well or municipal supply or units with built in pressure water tanks will be required. Pressure tanks should be clean, sanitized and flushed with potable water before use. Gravity water systems, such as a (5) five gallon container with a spout, will not meet this requirement.
- B) Hose and nozzle must be stored above ground in a sanitary manner.
- C) Each booth must have water heating facilities. A camp stove, electric grill or a large coffee pot would be approved; however, an open fire or charcoal grill would not satisfy this requirement.
- D) Water must be heated to at least 110° F. for utensil washing.
- E) Any hose for the delivery of potable water must first be sanitized. Household bleach may be used.

Convenient and approved toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.

- A) All waste water from utensil washing, produce washing and hand washing facility must be disposed of in a sanitary sewer.
- B) A container must be provided at each booth to collect waste water for proper disposal and labeled 'waste disposal'. This container may be a bucket or trash can.

- C) The waste water collection container must be emptied and not allowed to over flow. Any over flow of waste water onto the ground will result in the immediate revocation of the food service permit.

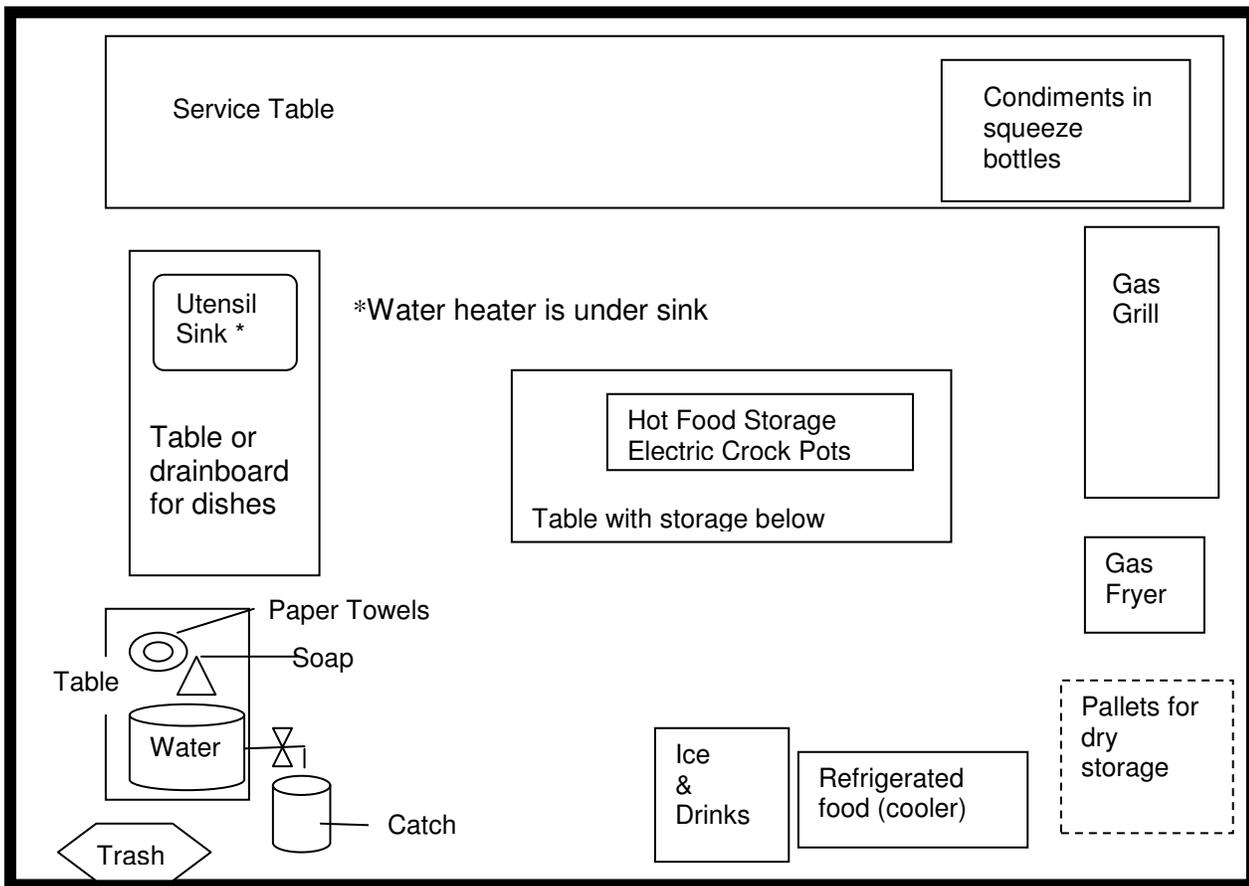
Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tight fitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as not to create a nuisance. Each operator shall keep his immediate premises clean.

- A) Garbage cans shall be furnished for each booth/stand.
- B) Garbage cans shall be emptied when full and not be allowed to overflow.
- C) Plastic liners are recommended for garbage cans.
- D) Garbage cans are not to be used as food preparation surfaces or storage areas.
- E) Garbage cans shall be located inside the booth/stand.

EXAMPLE OF TEMPORARY FOOD ESTABLISHMENT LAYOUT

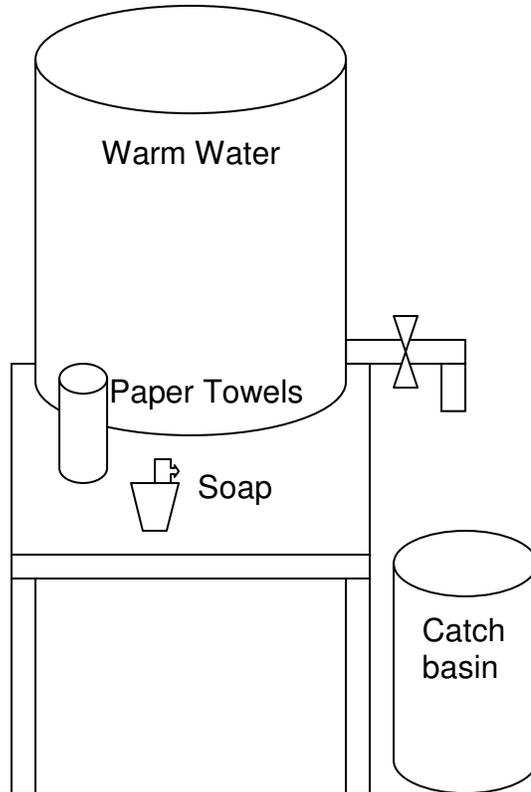
FRONT (Customer Service Area)

10' x 10' Tent



Temporary Hand wash Station

In order to provide for handwashing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve must be able to remain open during the handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers can not be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.

Temporary Food Establishment Guidelines and Check list

IMPORTANT: A permit cannot be issued unless all of the requirements are met as outlined below and as detailed in the Requirements for Temporary Food Establishments.

1. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Orange County Division of Environmental Health. **DO NOT PREPARE ANY FOOD ON-SITE BEFORE RECEIVING A PERMIT.** All foods must be obtained from approved sources; all unapproved food shall be discarded by the operator. Raw meat, poultry, and fish shall be purchased in ready-to-cook portions.

2. The temporary food establishment must be thoroughly cleaned and sanitized prior to visit by a representative of the Health Department. The following items on this checklist must be complete in order to receive a permit.

- ___ Person-in-charge present; knowledgeable of employee health.
- ___ Sanitizer made with regular bleach (no scented bleach) mixed with water to make a 50-ppm solution or other approved sanitizer; test strips available for sanitizer.
- ___ Provide food thermometers ranging from 0°F-220°F for monitoring food temperatures.
- ___ Protection against flies and other insects shall be provided. (Screening and effective fans)
- ___ Basins (3) and counter space/drain boards for the washing and air-drying of utensils
- ___ Hot water (110 degrees) available.
- ___ Hand washing facility set up with antibacterial soap and paper towels. hot water (100 degrees) available.
- ___ Hair restraints used (baseball cap or a hairnet).
- ___ Ice scoops and bin provided for consumption ice
(a separate ice supply from ice used for chilling food).
- ___ Food stored off the ground/floor
(potatoes, onions, etc. must be stored on a pallet or other approved means).
- ___ All food handling and cooking must be done in a protected area.
(TFE shall have overhead coverage)
- ___ Gloves and/or utensils for handling ready-to-eat food – no bare hand contact of RTE food.
- ___ Open food displays protected from contamination by sneeze guards, or other barriers.
- ___ Beverages are limited to canned, bottled, or dispensed from approved devices.
- ___ Approved potable water supply and food grade hose.
- ___ Garbage shall be collected and stored in waterproof containers with tight-fitting lids.
- ___ Proper disposal of wastewater and grease. **No disposal on ground or into storm sewer!**
Contents of catch buckets must be poured into a can wash area, toilet, portable toilets, or holding tank.